

Annual Grant Program 2009-2010 INITIATIVE GRANTS



"Young people with the power and the voice
to shape the future of Hampton."

Applications due Friday, November 6, 2009.

Review or approval of any application is not based on race, religion, or nationality of the applicant.

WHO CAN APPLY?

Youth and adult partnerships from youth-serving organizations, grassroots organizations, schools, neighborhoods, religious organizations, recreation programs, or other organizations.

HOW TO APPLY:

- Step 1: Read the entire packet before selecting a funding opportunity.
- Step 2: Read project descriptions and select the project(s) that best match the interests and skills of your group.
- Step 3: Please contact the office at (757) 728-3285 for further information pertaining to your selected objective prior to submitting application.
- Step 4: Complete the enclosed Grant Application.
Deadline is Friday, November 6, 2009, no later than 5:00 p.m.!!!

MAIL the completed application to:

Hampton Youth Commission c/o Hampton Teen Center
300 Butler Farm Road
Hampton, VA 23666

or EMAIL the completed application to:

jjackson@hampton.gov

or DELIVER the completed application to:

The Coalition for Youth located at
5th floor of City Hall or the Hampton Teen Center

FOR MORE INFORMATION:

Please call 728-3285 or email: jjackson@hampton.gov

Decisions will be based on recommendations of the HYC and the availability of funds. Submitting an application does not guarantee selection. Getting funded one year does not guarantee funding another year!

YOUTH INITIATIVE GRANT SELECTION CRITERIA

1. To qualify for funding:

- ✓ Project must be planned and implemented by young people in partnership with adults.
- ✓ Proposed projects must match one of the descriptions labeled "Strategy We Will Fund" on page 5.
- ✓ Projects must benefit Hampton youth.
- ✓ Sponsoring organization must be able to establish accounting procedures to document the expenditure of funds.
- ✓ Project must begin no later than January 2010 and end by mid June 2010. Should your program or project have a longer lifespan, please contact our office before applying.

2. Grant money **MAY** be used for the following:

Supplies, materials, youth stipends, and other expenses that are directly involved with your project and are necessary to making it a success.

3. PLEASE NOTE -- Grant money **MAY NOT** be used for:

- Religious instruction or conducting worship services
- Capital expenses (unless proven to contribute to the sustainability of the proposed program)
- Donations to other organizations

4. Grant applicants may receive assistance prior to completing your application.

Please contact the office at (757) 728-3285 for further information pertaining to your selected objective prior to submitting application. Also, if you have questions about the grant application, have questions about your project design or want to know if your idea is one the Hampton Youth Commission might fund, call the office as soon as possible. This type of assistance **MAY** increase, but does not ensure, your chances for funding!

5. If you are recommended for funding, applicants must:

- ☐ Attend the Public Meeting on December 14, 2009 at 7:00 p.m.

6. If you are awarded funding, grantee must:

- ☐ Sign funding and services contract
- ☐ Be available for up to two (2) site visits made by the funding staff of HYC.
- ☐ Submit an interim and final report on the project following pre-determined guidelines of the Commission.



*HYC has been placed in a position of responsibility
for these funds provided by the City of Hampton.
We are committed to the success of our grant program.*



Current Funding Opportunities:

Funding Opportunity #1

GO GREEN!

OUR OBJECTIVE: To improve public awareness of Green issues and promote programs focusing on ways to be environmentally sustainable.

THE STRATEGY WE WILL FUND:

The operation of a new or existing group which will conduct programming (i.e. workshops, campaign, project) that raise public awareness among youth about the various ways to be environmentally sustainable. Proposals can include implementing recycling programs, promoting public awareness campaigns on conserving energy (or other green issues), encouraging an appreciation of green spaces (including creating and conserving green spaces), or the development and implementation of environmental education programs.

BUDGET: up to \$ 2,500

Funding Opportunity #2

YOUTH-ADULT RELATIONSHIPS

OUR OBJECTIVE: To improve youth and adult relationships throughout the City of Hampton.

THE STRATEGY WE WILL FUND:

Creative ideas that address ways to improve youth and adult relationships. Programs should focus on community involvement and can include, but are not limited to, the research, development, and implementation of training to increase understanding between youth and adults and long-term programs seeking to increase the quality time that young people spend with their parents. Proposals with a focus on relationships between youth and law enforcement officials (police), businesses and young people, or youth and parents/caring adults are particularly encouraged to apply.

BUDGET: up to \$2,500

Funding Opportunity #3

YOUR IDEA?

OUR OBJECTIVE: Fund program initiatives that have longevity potential related to the eight goals of the Youth Component of the city's comprehensive Community Plan.

The eight areas of concentration are:

1. Caring relationships within the community.
2. Youth share leadership roles with adults.
3. Youth acquire essential life skills.
4. Every young person is prepared for a career.
5. Places to go and things to do for youth.**
6. Youth-friendly transportation options.
7. Go green
8. Bring them back (encouraging young people to return to Hampton)

THE STRATEGY WE WILL FUND:

Creative proposals that address one or more of these areas of interest. Eligible proposals will be those initiatives that have high potential to be long term or regularly scheduled programs of their organization. We encourage applicants of this opportunity to become familiar with the Youth Component and create programs based on one or more of any goal's objectives. The youth component may be found at

www.areyouinthegame.com or received by email request to jjackson@hampton.gov.

BUDGET: up to \$2,500

*Please note that more than one (1) award may be made in each category.

**This includes initiatives to take place at the Teen Center.



Grant Application



Young people with the power and voice to shape the future of Hampton!

Instructions: Complete the information in Sections 1 and 2 on the application. Answer the questions in Sections 3, 4 and 6 on separate sheet of paper. Do not exceed 3 pages for your answers. Be clear and brief. Answer Section 5: Budget Summary on the application. Thanks! Good Luck!

1. Tell us about yourself . . .

Name of organization: _____

Address: _____
Street Address City Zip Code

Phone: _____ Fax: _____ E-mail: _____

Adult Contact Person & Title: _____

Youth Contact Person: _____ Youth Phone number/email: _____

What is the mission of your group?

2. Funding Opportunity Selection:

☐ Go Green!

☐ Your Idea?

☐ Youth-Adult Relationships

3. Tell us about your proposed project:

- Name of your proposed project?
- What is the role of young people in planning and overseeing your project?
- Describe your proposed project. Include details of activities you plan to do and who will participate.
- In what ways are other groups involved with and supporting your project?
- What is your project schedule? When do you plan to begin, end, and accomplish each activity you described?

4. Tell us about your proposed results:

- How will you evaluate the success of your program?
- When your project is over, how many people will have participated? How many high school aged youth? If applicable, how many adults, middle-school aged youth, and/or younger children?
- How do you plan to continue the benefits of this program after the Youth Commission funding is no longer available?

5. BUDGET SUMMARY:

Total amount requested for this grant: _____

Please describe your requested budget using the following format. You do not need to request funds in each category.

CATEGORY	AMOUNT REQUESTED	BUDGET DESCRIPTION
Materials/Supplies		
Travel/Transportation		
Printing/Copying		
Other Costs - detail		
Total amount requested		

6. LETTERS OF SUPPORT & RECOMMENDATION:

Please attach letters of support indicating the need for the project in your neighborhood, school, or the community. These letters can be from youth or adults who are knowledgeable about your proposal.

APPLICATION PROCEDURES & TIMELINE

Immediately!	Read the entire packet. It tells you all the criteria for all available funds currently for 2009-2010 and the directions for applying. Helpful background information is also included to assist you in designing a successful project. Once you have made your decision, call our office IMMEDIATELY for further details.
As soon as possible!	Complete the entire application of the grant for which you are applying. Be sure to carefully fill in the Budget Summary Sheet. Be sure to answer all questions and describe your project clearly and in as much detail as possible.
November 6, 2009	<p>Return the application to the Youth Commission office by 5:00 p.m. Applications may be mailed, emailed, or hand delivered. See inside cover for more details.</p> <p>The applications will be reviewed by the Appropriations Committee—young people who are members of HYC. Recommendations to the Commission will be made following interview sessions.</p>
November 12-19, 2009	Interviews—as the funders narrow down their applicant selections, you <i>may</i> be asked to attend an interview (phone and/or in-person) for further proposal discussion.
December 3-7, 2009	Notifications via telephone, email, and/or U.S. mail made for those organizations and/or groups who are being considered for funding.
December 14, 2009	Public Meeting—those recommended for funding must attend a public meeting on December 14, 2009 at 7:00 p.m. held at City Hall in Council Chambers.
Early January 2010	Contracts will be available within the first two weeks of January 2010 for those proposals that are awarded funds. Contracts describe payment methods and obligations and will be signed between the Coalition for Youth and the selected organization/sponsor.
February-March 2010	Site Visits are made by members of the Appropriations Committee.
April 16, 2010	Interim reports on accomplishments and budget reports detailing expenditure of funds are due!
May-June 2010	Site Visits are made by members of the Appropriations Committee.
Mid June 2010	Activities funded by the HYC grants must be completed by mid June 2010 unless prior arrangements are made with the Coalition for Youth.
June 30, 2010	Final reports on accomplishments and budget reports detailing expenditure of funds are due!